**Job Title:** Mechanic Foreman

**Department:** Municipal Services

**Immediate** 

**Supervisor:** Fleet Management Superintendent

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	809
FLSA Status	Non-exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Supervises and coordinates staff engaged in repair of automotive and other mechanical equipment; ensures proper safety standards are maintained; performs administrative duties, procures parts and shop supplies, controls inventory and performs research; develops and implements preventive maintenance schedules; performs repairs as needed, schedules work assignments and conducts performance evaluations; oversees and maintains Goodyear fuel system; seeks out and researches available training; and trains new personnel.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Supervises and maintains shop and parts inventory by managing staff engaged in the repair and maintenance of Fire apparatus, Police vehicles and municipal equipment. Inspects work in progress and upon completion ensuring work meets required maintenance standards. Performs weekly shop safety inspections and ensures adherence to proper safety procedures. This position is also responsible for the repair and maintenance of the shops equipment to include the annual inspection to meet OSHA requirements. This position also is responsible for Annual Training that is required by the City.
2	L	Performs administrative duties by entering and retrieving maintenance data from the automated equipment management information system; and estimates materials required by employees and requisitions materials and supplies. This position is also responsible for the verifying that all of the parts required for the repair have been added to the work orders for correct customer billing. This position also performs service writer functions to include scheduling repairs with outside vendors. This position also orders and maintains all parts for inventory and the repair of vehicles and equipment.
3	M	Performs other duties by performing repairs as needed, providing budget recommendations and projections, researching training, training new personnel, scheduling work assignments and conducting performance evaluations.
4	L	Oversees and maintains Goodyear fuel system: troubleshoots problems involving fuel computer; adds/deletes vehicles and authorized personnel into computer database. Oversees and maintains the automated equipment management information system.

# JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Class A Commercial Driver's License, 5 ASE Certifications.
Reading	Work requires the ability to read written instructions, manuals, letters, machine equipment readings and measurements or gauges.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write letters, memos, reports and performance evaluations.
Managerial	Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typical positions in this category are supervisory, highly technical, or lower level professional jobs.
Technical Skills	Broad Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of programs, solutions for complex issues, and/or processes. Independent judgment and decision-making abilities may be necessary to apply technical skills effectively.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Mechanic Foreman: Municipal Services Page 2

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with       co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	<ul> <li>☒ File drawers</li> <li>☒ Equipment</li> <li>☐ Tables and chairs</li> <li>☒ Hoses</li> </ul>
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☑ Calibrating equipment</li></ul>	Climbing	□ N □ R ⊠ O □ F □ C	☐ Stairs ☑ Ladders ☑ Step stools ☑ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N □ R ⋈ O □ F □ C	<ul><li>☑ Driving</li><li>☑ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R ⋈ O □ F □ C	<ul><li>☒ On ladders</li><li>☒ On equipment</li><li>☒ On step stools</li></ul>
Sitting	□ N □ R ☑ O □ F □ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N □ R ☑ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li><li>☒ Making repairs</li></ul>
Reaching	□ N □ R ⊠ O □ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N □ R ⋈ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>
Handling	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Paperwork</li><li>☑ Monies</li></ul>	Hearing	□ N □ R □ O □ F ⊠ C	⊠ Communicating via     telephone/radio, to     co-workers/public     ∐ Listening to equipment
Kneeling	□ N □ R ⊠ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☒ Retrieving items from lower shelves/ground</li></ul>	Twisting	□ N □ R □ O ⋈ F □ C	<ul><li>☒ From computer to telephone</li><li>☒ Getting inside vehicle</li></ul>
Crawling	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Under equipment</li><li>☐ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other	-	(Explain)	1	, -	,

<b>Physical Demands (continued</b>	d)							
<b>Machines, Tools, Equipment</b>	and Work	Aids:						
Air powered and hand tools, bench moun	nted vise, grinde	ers (bench and	hand), cutting t	orches, weldi	ng equ	ipment, batter	y testei	rs, jacks and
lifts, various diagnostic tools, hydraulic	and drill presses	s, various types	of cutting tool	s, tire mounti	ng and	balancing mad	chines.	
Computer Equipment and So	oftware:							
Personal computer, fax, copier, scanner,	CCG Faster Fle	eet Software, H	TE Software, v	arious diagno	ostic so	ftware, Micros	soft Of	fice, Lotus
Notes, Fuel Force, Veeder Root.								
Environmental Factors:								
Environmental Conditio	ns	Never	Seasonally	Several Tr		Several Tir Per Wee		Daily
Extreme temperature				]				
(heat, cold, extreme temp. changes frowork)	om outside							X
Wetness and/or humidity (bodily discomfort from moisture)								×
Respiratory hazards (fumes, gases, chemicals, dust and dir	t)							×
Noise and vibration (sufficient to cause hearing loss)				X	X			
Physical hazards	_	_			_		_	
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u> )	aggressive					X		
<b>Health and Safety Condition</b>	s:							
Health and Safety Conditions	N = Never	R = Rarel	,	casionally		Frequently	C =	Constantly
	Never	Less than		more of		n 1/3 to 2/3		or more of
N. 1 . 11 . 1	occurs	hour per we	eek the	time	of	the time	1	the time
Mechanical hazards						×		
Chemical hazards				X				
Electrical hazards		$\square$		<u> </u>				
Fire hazards				<u> </u>				<u> </u>
Explosives	⊠			<u> </u>				<u> </u>
Communicable diseases	⊠							
Physical danger or abuse Other (specify)								
Primary Work Location:  Office Environment  Warehouse  Shop  Vehicle  Recreation Centers/Neighborhood  Outdoors  Other (Specify)  Protective Equipment Requi								
Steel toe shoes, eye protection, gloves								

Mechanic Foreman: Municipal Services Page 4

## **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
⊠ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks	X			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	X			
Noisy/Distracting Environment	×			
Other (Describe below.)				

### **EXPECTED BEHAVIOR:**

### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Mechanic Foreman: Municipal Services Page 7